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MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Support)  
Inspector General  
Special Assistant to the Director for Planning  
and Coordination

SUBJECT : Preparation of Correspondence Addressed to the  
Director and Deputy Director of Central In-  
telligence.

REFERENCES : (a) Memo dtd 23 Dec 55 to DD/P, DD/I, DD/S, IG,  
SA-DCI(P&C) fr EA-DCI.  
(b) Memo dtd 6 Feb 56 to DD/P, DD/I, DD/S, IG,  
SA-DCI(P&C) fr EA-DCI.

1. The instructions contained in this memorandum are in addition to those contained in my memoranda of 23 December 1955 and 6 February 1956, References (a) and (b) respectively.
2. Memoranda submitted to the Director or Deputy Director of Central Intelligence will be double-spaced. For the present, attachments, annexes, etc., to such memoranda may be single-spaced.
3. Correspondence for the signature of the Director or Deputy Director to be dispatched outside of the Agency should be prepared in the normal manner.

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Executive Assistant  
to the Director

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